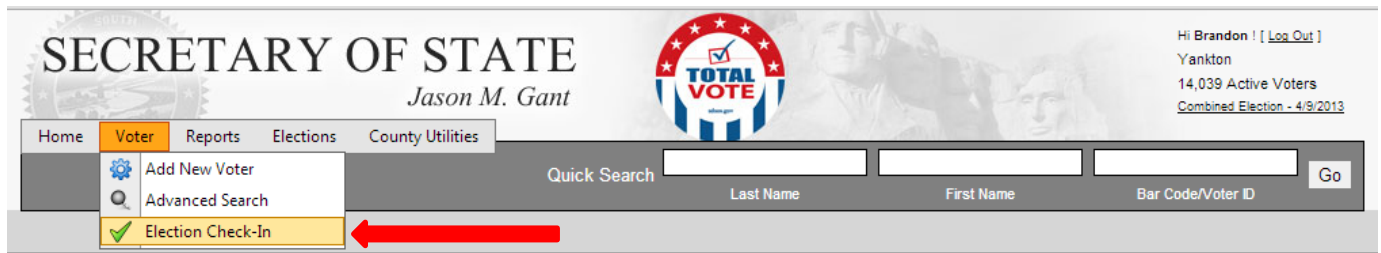


Election Check-In

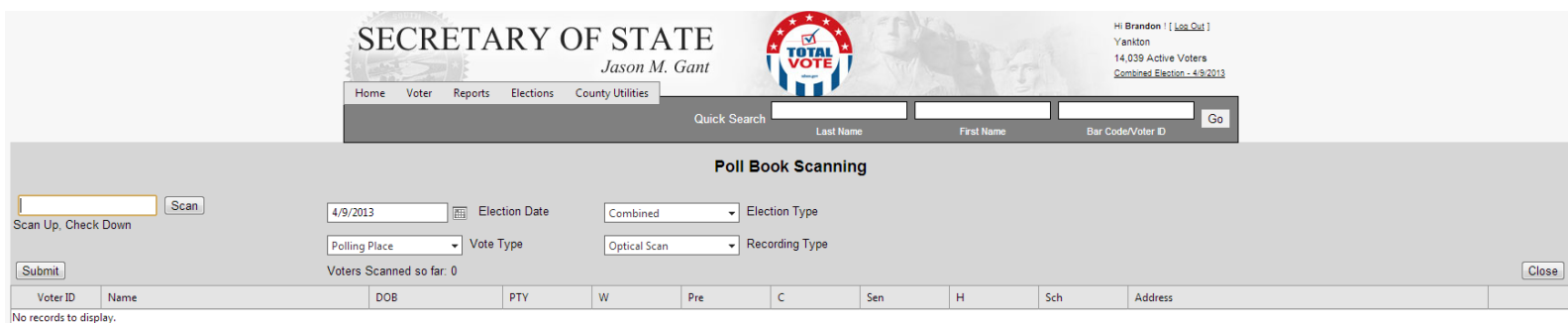
The Election Check-In procedure allows you to update voter history for a particular election rather quickly.

1. To begin, from the **Voter** drop-down menu, select **Election Check-In**.



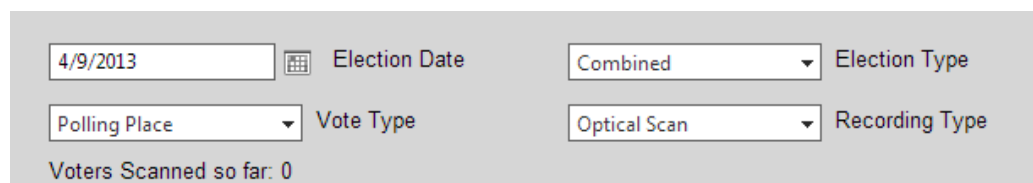
The screenshot shows the top navigation bar of the Secretary of State website. The 'Voter' menu is open, and 'Election Check-In' is highlighted with a red arrow. The header includes the Secretary of State's name, Jason M. Gant, and a 'TOTAL VOTE' logo. The right side shows user information: 'Hi Brandon ! [Log Out]', 'Yankton', '14,039 Active Voters', and 'Combined Election - 4/9/2013'. The navigation bar includes links for Home, Voter, Reports, Elections, and County Utilities. Below the navigation bar is a search bar with fields for Last Name, First Name, and Bar Code/Voter ID, and a 'Go' button.

2. You will then be directed to the Poll Book Scanning page.



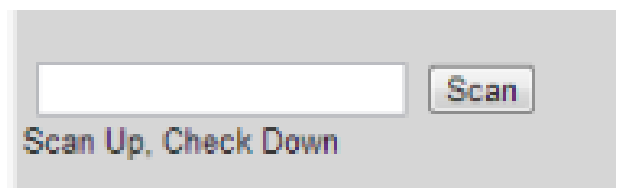
The screenshot shows the 'Poll Book Scanning' page. It features a header with the Secretary of State's name, Jason M. Gant, and a 'TOTAL VOTE' logo. The right side shows user information: 'Hi Brandon ! [Log Out]', 'Yankton', '14,039 Active Voters', and 'Combined Election - 4/9/2013'. The navigation bar includes links for Home, Voter, Reports, Elections, and County Utilities. Below the navigation bar is a search bar with fields for Last Name, First Name, and Bar Code/Voter ID, and a 'Go' button. The main section is titled 'Poll Book Scanning' and contains a form with the following fields: 'Scan Up, Check Down' (with a 'Scan' button), 'Election Date' (4/9/2013), 'Election Type' (Combined), 'Polling Place' (dropdown), 'Vote Type' (dropdown), and 'Recording Type' (Optical Scan). Below the form is a table with columns for Voter ID, Name, DOB, PTY, W, Pre, C, Sen, H, Sch, and Address. The table is currently empty, and a 'Close' button is visible in the bottom right corner.

3. Select the Election Date, Election Type, Vote Type and Recording Type.



This close-up shows the form fields for 'Election Date', 'Election Type', 'Polling Place', 'Vote Type', and 'Recording Type'. The 'Election Date' is set to 4/9/2013, 'Election Type' is set to Combined, 'Polling Place' is a dropdown menu, 'Vote Type' is a dropdown menu, and 'Recording Type' is set to Optical Scan. The text 'Voters Scanned so far: 0' is displayed below the form.

4. Once you have made the necessary selections, you can begin scanning in the voters. Click within the box next to the Scan button. The cursor should begin blinking within the box. Next, using the Motorola Handheld Barcode Scanner, scan the barcode on the pollbook that is below the Voter ID.



This close-up shows the 'Scan' button and the text 'Scan Up, Check Down'.

- Once you have scanned the barcode, the voter information will appear at the bottom of the page.

Poll Book Scanning

Scan Up, Check Down Election Date: 4/9/2013 Election Type: Combined Polling Place: Vote Type: Optical Scan Recording Type:

Voters Scanned so far: 1

Voter ID	Name	DOB	PTY	W	Pre	C	Sen	H	Sch	Address	
454936	Bakke, Virginia A	11/09/1935	REP		14		18	18	13-3	121 W State St	Delete

After the voter information appears, you may scan the next person in the pollbook. Each person that you scan will appear above the previous person that you scanned.

Poll Book Scanning

Scan Up, Check Down Election Date: 4/9/2013 Election Type: Combined Polling Place: Vote Type: Optical Scan Recording Type:

Voters Scanned so far: 2

Voter ID	Name	DOB	PTY	W	Pre	C	Sen	H	Sch	Address	
444122	Fifer, Erin Lee	08/21/1977	IND		14		18	18	13-3	115 State St	Delete
454936	Bakke, Virginia A	11/09/1935	REP		14		18	18	13-3	121 W State St	Delete

- Once you have scanned in all the voters that have voted for the particular page in the pollbook, click the **Submit** button.

Poll Book Scanning

Scan Up, Check Down Election Date: 4/9/2013 Election Type: Combined Polling Place: Vote Type: Optical Scan Recording Type:

Voters Scanned so far: 3

Voter ID	Name	DOB	PTY	W	Pre	C	Sen	H	Sch	Address	
454936	Bakke, Virginia A	11/09/1935	REP		14		18	18	13-3	121 W State St	Delete
444122	Fifer, Erin Lee	08/21/1977	IND		14		18	18	13-3	115 State St	Delete
444128	Souza, Leonard Anthony	06/06/1956	IND		14		18	18	13-3	115 State St	Delete

If you make a mistake and have scanned the incorrect voter, you may remove the voter from the screen by clicking on the **Delete** button.

Poll Book Scanning

Scan Up, Check Down Election Date: 4/9/2013 Election Type: Combined Polling Place: Vote Type: Optical Scan Recording Type:

Voters Scanned so far: 3

Voter ID	Name	DOB	PTY	W	Pre	C	Sen	H	Sch	Address	
454936	Bakke, Virginia A	11/09/1935	REP		14		18	18	13-3	121 W State St	Delete
444122	Fifer, Erin Lee	08/21/1977	IND		14		18	18	13-3	115 State St	Delete
444128	Souza, Leonard Anthony	06/06/1956	IND		14		18	18	13-3	115 State St	Delete

- Proceed through the rest of the pollbook scanning in all the voters who voted per page until all of the voters have been scanned in.